



How to Apply for a Course

Civilian Human Resource Training Application System - CHRTAS

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- Create/Update Student Profile
- Prepare Application
- Review / Edit Applications
- Resend Approval Request Email
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- Request Cancellation
- Logoff

Adjunct Faculty Functions

- Adjunct Faculty Profile

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- Supervisor Review/Approval

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- Contact Help Desk
- CHRTAS Bulletin Board

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- Privacy and Security Statement



Warning & Usage Statement

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, released or sent over this system may be monitored.

To begin, click on Prepare Application



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The logo is circular with a black border. Inside, there's a yellow triangle with a black star in the center. The text 'United States Army' is at the top, 'Individual Installation' on the left and right sides, 'HR Solutions' in the middle, and 'Command' at the bottom.

Please sign in below:

Social Security

Date of birth

Please select your category

Army
Air Force
Navy
Marine Corps
4th Estate Civilian Employee
DOD Contractor
Non-DOD Contractor
Non-DOD Civilian

Logon!

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Select your category using drop down menu.



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The logo is a circular emblem with a black outer ring containing the text "United States Army" at the top and "Civilian Human Resources Agency" at the bottom. Inside the ring is a yellow triangle with a black border. The triangle is divided into three sections: "Individual" on the left, "Installation" on the right, and "U.S. ARMY" in the center. Below the triangle, the words "HR Solutions" and "Command" are written in black.

Please sign in below:

Army

Social Security No: 123 - 12 - 1234

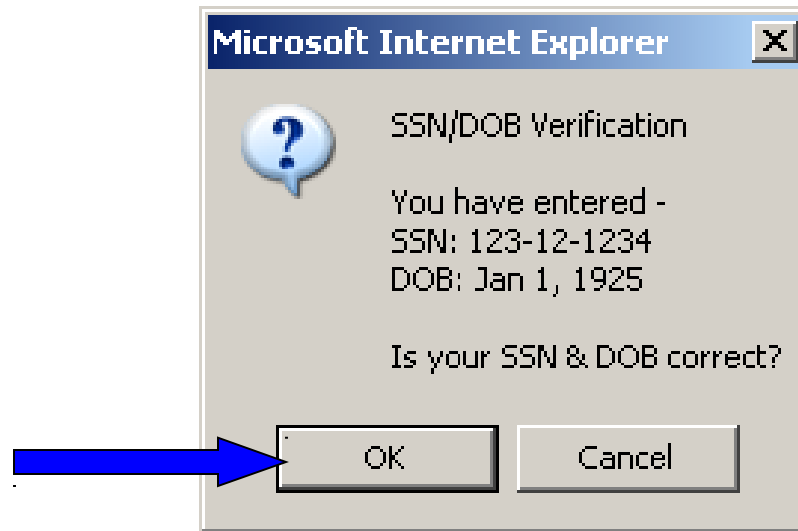
Date of birth: Jan 01 1925

Logon!

**Once you have selected your category,
enter SSN and DOB, Press LOGON**



How to Apply for a Course



**You will receive a SSN/DOB verification.
If the information is correct, Press “OK”**



How to Apply for a Course

Civilian Human Resource Training Application System - CHRTAS



8/20/2004

CHRTAS Application System

Welcome to the Civilian Human Resource Training Application System (CHRTAS)

You have selected to logon as the member of the organization displayed below:

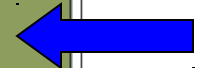
Army

Selecting the wrong organization may adversely affect your application(s) for training.
If your selection is incorrect,
Press the 'Go Back' button to correct your selection.

To continue,
press the 'Continue' button
below:

<< Go Back

Continue >>



CHRTAS re-displays the student's component choice upon entry to the system. To continue with the course application, press Continue



How to Apply for a Course

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CHRTAS Application System

Select an FY and Course from the lists below.

Find A Course

Perform the steps below to find a course.

Step One

The first step is to select a fiscal year by first clicking on the down-arrow and then clicking on one of the listed years.

FY: 2005

Step Two

In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to find the appropriate course.

Course:

Step Three

The last step is to click on the course you want.

Search

- GB7AA76 - A76 FOR HR PROFESSIONALS
- GA7AA76 - A76 TRAIN THE TRAINER - 2 DAYS
- AA7ABOA - ADVANCED BUSINESS OBJECTS APPLICATION (BOA)
- HB7AHRD - BASIC HUMAN RESOURCE DEVELOPMENT
- LB7ABLR - BASIC LABOR RELATIONS
- MB7AMER - BASIC MANAGEMENT-EMPLOYEE RELATIONS
- CB7APMC - BASIC POSITION CLASSIFICATION
- SB7ASTF - BASIC STAFFING
- SB7ASEE - BASIC STAFFING FOR EEO
- AB7ABOA - BUSINESS OBJECTS APPLICATION (BOA)

[Have any questions? Suggestions? Please email us now.](#)

Select a FY then use the drop down menu selection to find the course you want.



How to Apply for a Course

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8/20/2004

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Select an FY and Course from the lists below.

Find A Course

Perform the steps below to find a course.

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The first step is to select a fiscal year by first clicking on the down-arrow and then clicking on one of the listed years.

FY: 2005 ▼

Step Two

In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to find the appropriate course.

Course: GB7AA76 - A76 FOR HR PROFESSIONALS ▼

Step Three

The last step is to press the Search button.

Search



After selecting the FY and Course. Press SEARCH to find Course Listings.



How to Apply for a Course

Civilian Human Resource Training Application System - CHRTAS

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CHRTAS Application System

Click on the school location to list available classes for that location.

STEP Four:

Select the desired location. Course Locations that are displayed with an asterisk (*) and in red indicate classes with no available seats. You may still apply for a class with no available seats. However, if your application is approved, you will be placed on a 'wait' list for that class and your unit may have to possibly fund your travel.

Click  to view course scope.

FY	Course	Course Title
2005	GB7AA76 	A76 FOR HR PROFESSIONALS

MARYLAND	School	Classes	Available	Waits
<u>ABERDEEN PROVING, MD (010)</u>	Civilian Human Resource Management School	1	25	0

[Questions? Problems? Suggestions? Please email us now.](#)

You can click on your choice of city / state location to view available classes.



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CHRTAS Application System

Click on the CLASS NUMBER to select the class you wish to attend. This selection will be added to your registration request. Class Numbers displayed in **red** indicate no available seats.

STEP Five:

The last step in identifying the class is to select / click on the CLASS number.

Click  to view course scope.

FY	Location	Course	Course Title
2005	ABERDEEN PROVING, MD (010)	GB7A.A76 	A76 FOR HR PROFESSIONALS

Class	Class Type	Start	End	Available	Waits
001	Classroom	4/18/2005	4/22/2005	25	0

**For this example, we will select class 001.
Click the class number to apply for that class.**



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CHRTAS Application System

Please verify/enter your information below. Be sure to be as accurate as possible; misinformation may prevent your applications from being processed.

STEP Six:

This is the top of the application form, starting with the class you have selected. Scroll down to complete / review / edit your CHRTAS record with current and accurate information as it will impact your enrollment, your potential travel entitlement, and our ability to communicate with you.

Click to view course scope.

Verify/Enter CHRTAS Information

Course Info:

FY: 2005 School: 010 Course: HB7AHRD Phase: Class: 002
Course Title: BASIC HUMAN RESOURCE DEVELOPMENT
School Name: Civilian Human Resource Management School
Class Location: ABERDEEN PROVING, MD
Start Date: 6/20/2005 End Date: 6/24/2005
Delivery Method: Classroom Remarks: None

Application Info: Enter Remarks in Comments Block as Required

Alternate date range you are available for training:

From: Jun 20 2005 To: Jun 24 2005

Verify/Enter Student Information

Student Info:

SSN: 123121234 Last Name: DONNOT First Name: PROCESS MI: T
Gender: Female Date of Birth: Jan 01 1925
Home Street: 123 MY HOME STREET City: WOODBRIDGE State: VA ZIP: 22150 -
Disabilities: No Special Requirements: Other
Preferred Name for Name Tag: A NICE PERSON Intern: Functional Trainee
Are you a Local National? (LN): No Are you Non-Appropriated Funded? (NAF): Yes

Complete or update your student data.

(Use your keyboard TAB key to move from block to block.)



How to Apply for a Course

Verify/Enter CHRTAS Information

Course Info:

FY: 2005 **School:** 010 **Course:** HB7AHRD **Phase:** **Class:** 002
Course Title: BASIC HUMAN RESOURCE DEVELOPMENT
School Name: Civilian Human Resource Management School
Class Location: ABERDEEN PROVING, MD
Start Date: 6/20/2005 **End Date:** 6/24/2005
Delivery Method: Classroom **Remarks:** None

Application Info: Enter Remarks in Comments Block as Required

Alternate date range you are available for training:

From: Jun 20 2005 To: Jun 24 2005

Verify/Enter Student Information

Student Info:

SSN: 123121234 **Last Name:** DONNOT **First Name:** PROCESS **MI:** T
Gender: Female **Date of Birth:** Jan 01 1925
Home Street: 123 MY HOME STREET **City:** WOODBRIDGE **State:** VA **ZIP:** 22150 -
Disabilities: No **Special Requirements:** Other
Preferred Name for Name Tag: A NICE PERSON **Intern:** Functional Trainee
Are you a Local National? (LN): No **Are you Non-Appropriated Funded? (NAF):** Yes

Complete or update your student data. Use your keyboard TAB key to move from block to block. Use the dropdown when necessary.



How to Apply for a Course

Civilian Human Resource Training Application System - CHTAS

Course Title: HR ADVISORY CONSULTANT

School Name: Civilian Human Resource Management School

Class Location: ABERDEEN PROVING, MD

Start Date: 6/7/2004 End Date: 6/11/2004

Delivery Method: Classroom Remarks: None

Application Info: Enter Remarks in Comments Block as Required

are available for training:

2004 To: Jul 01 2004

Information

Last Name: AVEY First Name: STEVEN

Date of Birth: Jan 01 1925

Home Street: 3025 HAMAKER COURT City: FAIRFAX State:

Disabilities: No Special Requirements: Please select a Special Requirement

Preferred Name for Name Tag: STEVE Intern: N/A

Are you a Local National? (LN): No Are you Non-Appropriated Funded?

FOR MILITARY MEMBERS: Select Rank

Rank:

FOR CIVILIAN EMPLOYEES: Select an entry for your Pay Plan, Job Series, and Pay Grade

Pay Plan: GS Job Series: [C]

CHRTAS Civilian Series Look-Up - Microsoft Internet Explorer

Civilian Series Codes

Click the code to select it.

0006 - CORRECTIONAL INSTITUTION ADMINISTRATION
0007 - CORRECTIONAL OFFICER
0011 - BOND SALES PROMOTION
0018 - SAFETY AND OCCUPATIONAL HEALTH MANAGEMENT
0019 - SAFETY TECHNICIAN
0020 - COMMUNITY PLANNING
0021 - COMMUNITY PLANNING TECHNICIAN
0023 - OUTDOOR RECREATION PLANNING
0025 - PARK RANGER
0026 - PARK TECHNICIAN
0028 - ENVIRONMENTAL PROTECTION SPECIALIST
0029 - ENVIRONMENTALIST
0030 - SPORTS SPECIALIST
0050 - FUNERAL DIRECTING
0060 - CHAPLAIN
0062 - CLOTHING DESIGN
0072 - FINGERPRINT IDENTIFICATION
0080 - SECURITY ADMINISTRATION
0081 - FIRE PROTECTION AND PREVENTION
0082 - U.S. MARSHAL

Clicking on the Civilian Job Series link opens up a Pop-Up window displaying a list of Civilian Series Codes

Complete or update your student data. Use your keyboard TAB key to move from block to block. Use the dropdown or link when necessary.



How to Apply for a Course

Student's Contact Info:					
Office Symbol: <input type="text" value="HQDA-PMT"/>					
Major Command (MACOM): <input type="text" value="ARMY STAFF (CS)"/>					
Installation: <input type="text" value="DEPARTMENT OF THE ARMY"/>					
Organization Address: <input type="text" value="111 ARMY DRIVE"/>		City: <input type="text" value="WASHINGTON"/>	State: <input type="text" value="DC"/>	ZIP: <input type="text" value="20310"/> - <input type="text"/>	
Country: <input type="text" value="UNITED STATES OF AMERICA"/>					
Phone: <input type="text" value="202"/> - <input type="text" value="555"/> - <input type="text" value="1234"/>					
DSN: <input type="text" value="235"/> - <input type="text" value="1234"/>		Fax: <input type="text" value="202"/> - <input type="text" value="555"/> - <input type="text" value="1235"/>			
Are you a supervisor? <input type="text" value="Yes"/> (If so, please complete the items below)					
How many employees do you supervise? <input type="text" value="21+"/>					
Length of time in current position? <input type="text" value="12"/> year(s)		<input type="text" value="7"/> month(s)			
Total length of time in a supervisory position? <input type="text" value="10"/> year(s)		<input type="text" value="2"/> month(s)			
Important! Since CHRTAS uses email to notify students, ensure you enter your correct email address. If it is not entered correctly, you will not be informed about your enrollment.					
Email: <input type="text" value="AVEYM@HOTMAIL.COM"/>					

Complete or update your student data. Use your keyboard TAB key to move from block to block. Use the dropdown when necessary.



How to Apply for a Course

If your organization requires a second-level supervisor or manager as an Approving Supervisor for Training, make sure their email address is correct. This is vital in order for them to receive the training request.

Add your reasons for needing this training for the supervisor to review.

Nominating Supervisor's Contact Info:			
Name:	MY BOSS	Phone:	202 - 555 - 1256
DSN:	235		1259
Important! Please ensure you enter your nominating supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.			
Email:	SGOULD@ASMR.COM		
Approving Supervisor's Contact Info:			
Important! Please ensure you enter your approving supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.			
Email:	MAVEY@ASMR.COM		
Comments:			
<div></div>			
P Seven:			
must press the "Submit This Application" button and receive an onscreen confirmation to successfully submit your application. If you are, instead, returned to the application form, find the red arrows pointing to discrepancies, correct them, and press the Submit button again.			
SUBMIT THIS APPLICATION			

Complete or update your student data. Use your keyboard TAB key to move from block to block. Use the dropdown when necessary.

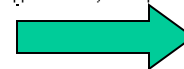


How to Apply for a Course

Verify/Enter Student Information	
Course Info:	
FY: 2004 School: 010 Course: GEN01 Phase: Class: 001	
Course Title: HR ADVISOR / CONSULTANT	
School Name: Civilian Human Resource Management School	
Class Location: ABERDEEN PROVING MD	
Start Date: 6/7/2004	
Student's Contact Info:	
Delivery Method: C	Office Symbol: HQDA-PMT
Application Info: E	Major Command (MACOM): ARMY STAFF (CS)
Alternate date range	Installation: DEPARTMENT OF THE ARMY
From: Jun 01	Organization Address: 111 ARMY DRIVE City: WASHINGTON State: DC ZIP: 20310 -
Verify/Enter Student Info:	Country: UNITED STATES OF AMERICA
SSN: 123121234 L	Phone: 202 - 555 - 1234
Gender: Male	DSN: 235 - 1234
Home Street: 3025	Nominating Supervisor's Contact Info:
Disabilities: No	Name: MY BOSS Phone: 202 - 555 - 1256 DSN: 235 - 1259
Preferred Name for	Are you a supervisor? Y
Are you a Local Nat	How many employees d
	Length of time in curren
	Total length of time in a
Important! Since CHRTAS u	Important! Please ensure you enter your nominating supervisor's correct email address.
If it is not entered correctly, y	If the address is entered incorrectly, your application will not be processed.
Email: AVEYM@HOTMAIL.C	Email: SGOULD@ASMR.COM
Approving Supervisor's Contact Info:	
Important! Please ensure you enter your approving supervisor's correct email address.	
If the address is entered incorrectly, your application will not be processed.	
Email: MAVEY@ASMR.COM	
Comments:	

STEP Seven:

You must press the "Submit This Application" button and receive an onscreen confirmation to successfully submit your application. If you are, instead, returned to the application form, find the red arrows pointing to discrepancies, correct them, and press the Submit button again.



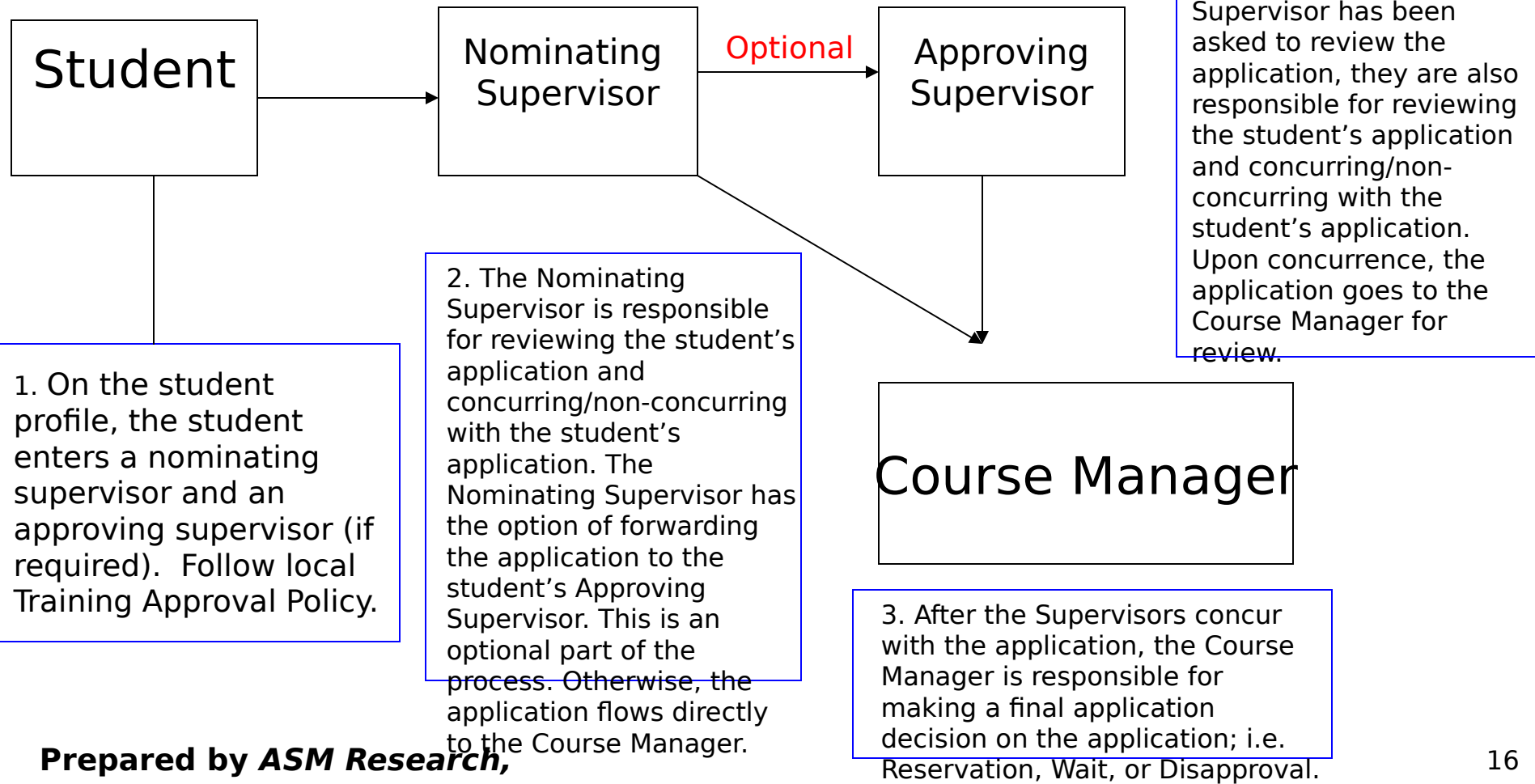
SUBMIT THIS APPLICATION

Once you complete the application, press the "Submit Application" button



Application Path

Once the Submit button is clicked, the application has entered the application approval path for the component the student belongs.





Application Path - Student

The student can review their application(s) by Clicking on the Review/Edit Applications Link located on the Student Main Menu.

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Application Path - Student

This screen displays all the Pending and Previous applications for the student.

Pending applications are applications still in the application path for which a final decision has not been made.

Previous applications are applications where the application has

- been made into a Reservation or Wait
- or
- was Disapproved by a Quota Manager
- or
- Supervisor/Training Supervisor along the application path.

Prepared by **ASM Research,**

Civilian Human Resource Training Application System - CHRTAS

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CHRTAS Application System

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. These actions should be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number. You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

X - Delete Application **C** - Request Enrollment Cancellation **R** - Resubmit Application

Pending Applications

	FY	Sch	Crs	Cls	Class StartDate	Class End Date	Application Status	Date Applied
X	2005	010	HB7AHRD	<u>002</u>	6/20/2005	6/24/2005	CHRA Pending	7/28/2004
X	2005	010	C17APMC	<u>001</u>	2/14/2005	2/18/2005	Nominating Supervisor Pending	7/27/2004
X	2005	010	XB7ALRX	<u>001</u>	11/3/2004	11/5/2004	CHRA Pending	7/21/2004
X	2005	010	SB7ASTF	<u>001</u>	10/25/2004	10/29/2004	CHRA Pending	7/22/2004

Previous Applications

	FY	Sch	Crs	Cls	CHRA	Application Status	Approval Date	Class Report Date	Class Start Date
	2004	010	GEN01	<u>001</u>		This class has started	4/29/2004	6/7/2004	6/7/2004
C	2005	010	AB7AWC4	<u>001</u>	Approved	Reservation	7/21/2004	11/1/2004	11/1/2004
C	2005	010	GB7AA76	<u>001</u>	Approved	Reservation		4/18/2005	4/18/2005



Application Path - Student

Single Clicking on the Highlighted Application Row opens up the Path Window for the application. Once the Path Window is open, the student can see where the Application decision is pending and the total amount of steps in the application path.

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X	2005	010	CI7APMC	001	2/14/2005	2/18/2005	Nominating Supervisor Pending	7/27/2004
X	2005	010	XB7ALRX	001	11/3/2004	11/5/2004	CHRA Pending	7/21/2004
X	2005	010	SB7ASTF	001	10/25/2004	10/29/2004	CHRA Pending	7/22/2004

Previous Applications

	FY	Sch	Crs	Cls	CHRA	Application Status	Approval Date	Class Report Date	Class Start Date
	2004	010	GEN01	001		This class has started	4/29/2004	6/7/2004	6/7/2004
C	2005	010	AB7AWC4	001	Approved	Reservation	7/21/2004	11/1/2004	11/1/2004
C	2005	010	GB7AA76	001	Approved	Reservation		4/18/2005	4/18/2005

When the Path window is open, the Student can click on the Pending Officials email address to Resend Notification.



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X	2005	010	XB7ALRX	<u>001</u>	11/3/2004	11/5/2004	CHRA Pending	7/21/2004
X	2005	010	SB7ASTF	<u>001</u>	10/25/2004	10/29/2004	CHRA Pending	7/22/2004

Previous Applications

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	2004	010	GEN01	<u>001</u>		This class has started	4/29/2004	6/7/2004	6/7/2004
C	2005	010	AB7AWC4	<u>001</u>	Approved	Reservation	7/21/2004	11/1/2004	11/1/2004
C	2005	010	GB7AA76	<u>001</u>	Approved	Reservation		4/18/2005	4/18/2005

Clicking on the Application's Class Number allows the student to Review and Update the application



Application Path - Student

Verify/Enter Student Information	
Course Info:	
FY: 2004 School: 010 Course: GEN01 Phase: Class: 001	
Course Title: HR ADVISOR / CONSULTANT	
School Name: Civilian Human Resource Management School	
Class Location: ABERDEEN PROVING MD	
Start Date: 6/7/2004	
Student's Contact Info:	
Delivery Method: C	Office Symbol: HGDA-PMT
Application Info: E	Major Command (MACOM): ARMY STAFF (CS)
Alternate date range	Installation: DEPARTMENT OF THE ARMY
From: Jun 01	Organization Address: 111 ARMY DRIVE City: WASHINGTON State: DC ZIP: 20310 -
Verify/Enter Student Info:	Country: UNITED STATES OF AMERICA
SSN: 123121234 L	Phone: 202 - 555 - 1234
Gender: Male	DSN: 235 - 1234
Home Street: 3025	Nominating Supervisor's Contact Info:
Disabilities: No	Name: MY BOSS Phone: 202 - 555 - 1256 DSN: 235 - 1259
Preferred Name for	Are you a supervisor? Y
Are you a Local Nat	Important! Please ensure you enter your nominating supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.
	Email: SGOULD@ASMR.COM
	Approving Supervisor's Contact Info:
	Important! Please ensure you enter your approving supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.
	Email: MAVEY@HOTMAIL.C
	Comments:
STEP Seven:	
You must press the "Submit This Application" button and receive an onscreen confirmation to successfully submit your application. If you are, instead, returned to the application form, find the red arrows pointing to discrepancies, correct them, and press the Submit button again.	
SUBMIT THIS APPLICATION	

After clicking on the application class number, the Student can edit any of the application info. Clicking on the Update Application button brings the Student back to the Review Applications page.



Application Path - Student

Any Pending Applications can be deleted by the student by clicking the small 'X' at the start of the application row.

Applications that have become Reservations or Waits must go through the Cancellation Process.

Civilian Human Resource Training Application System - CHRTAS

Main Menu



8/20/2004

CHRTAS Application System

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. These actions should be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number. You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

X - Delete Application **C** - Request Enrollment Cancellation **R** - Resubmit Application

Pending Applications

	FY	Sch	Crs	Cls	Class StartDate	Class End Date	Application Status	Date Applied
X	2005	010	HB7AHRD	<u>002</u>	6/20/2005	6/24/2005	CHRA Pending	7/28/2004
X	2005	010	CI7APMC	<u>001</u>	2/14/2005	2/18/2005	Nominating Supervisor Pending	7/27/2004
X	2005	010	XB7ALRX	<u>001</u>	11/3/2004	11/5/2004	CHRA Pending	7/21/2004
X	2005	010	SB7ASTF	<u>001</u>	10/25/2004	10/29/2004	CHRA Pending	7/22/2004

Previous Applications

	FY	Sch	Crs	Cls	CHRA	Application Status	Approval Date	Class Report Date	Class Start Date
	2004	010	GEN01	<u>001</u>		This class has started	4/29/2004	6/7/2004	6/7/2004
C	2005	010	AB7AWC4	<u>001</u>	Approved	Reservation	7/21/2004	11/1/2004	11/1/2004
C	2005	010	GB7AA76	<u>001</u>	Approved	Reservation		4/18/2005	4/18/2005



Application Path - Student

Civilian Human Resource Training Application System - CHRTAS

[Main Menu](#)

8/20/2004

CHRTAS Application System

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. These actions should be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number. You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

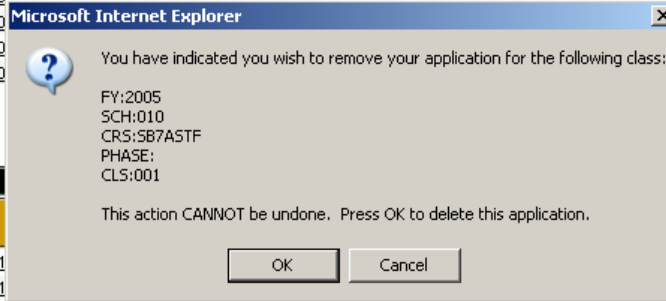
X - Delete Application **C** - Request Enrollment Cancellation **R** - Resubmit Application

Pending Applications

	FY	Sch	Crs	Cls	Class Start Date	Class End Date	Application Status	Date Applied
X	2005	010	HB7AHRD	002	6/20/2005	6/24/2005	CHRA Pending	7/28/2004
X	2005	010	C17APMC	00			minating Supervisor Pending	7/27/2004
X	2005	010	XB7ALRX	00			CHRA Pending	7/21/2004
X	2005	010	SB7ASTF	00			CHRA Pending	7/22/2004

Previous Applications

	FY	Sch	Crs	Cls	Class Report Date	Class Start Date
	2004	010	GEN01	001	6/7/2004	6/7/2004
C	2005	010	AB7AWC4	001	11/1/2004	11/1/2004
C	2005	010	GB7AA76	001	4/18/2005	4/18/2005



CHRTAS provides a reminder in case the student accidentally clicks on Delete/'X' button. Clicking OK deletes the application from system.



Travel for a Course

Civilian Human Resource Training Application System - CHTAS

Main Menu

Student Functions

- ☐ Create/Update Student Profile
- ☐ Prepare Application
- ☐ Review / Edit Applications
- ☐ Resend Approval Request Email
- ☐ Create / Edit Travel Worksheets
- ☐ Request Cancellation
- ☐ Logoff

Adjunct Faculty Functions

- ☐ Adjunct Faculty Profile

Supervisor Functions

- ☐ Supervisor Review/Approval

Help

- ☐ How To
- ☐ Student Tutorial (MS PowerPoint .98MB)
- ☐ Contact Help Desk
- ☐ CHTAS Bulletin Board

Links

- ☐ F
- ☐ S



Warning & Usage Statement

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S.

Once approved by the Course Manager, the student will be notified by email. If travel orders are required, a system-generated email will be sent to the student 45 days before the course start date to complete a Travel Worksheet. The Travel Worksheet and DD 1610 is processed by the Travel Manager and Budget Analyst. Upon completion, the DD 1610 will be sent to the student by email.